



Montana Team Nutrition Program
Montana State University
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TO: School Food Service Director, Manager or Head Cook

FROM: Katie Bark, R.D. Specialist, Montana Team Nutrition Program

RE: 2009 Montana School Food Service Cooking Institute

DATE: February 23, 2009

On behalf of the Montana Team Nutrition Program of the Office of Public Instruction, I am pleased to announce that we are planning to offer the eleventh *Montana School Food Service Cooking Institute* for school food service managers, head cooks or new cooks on August 4, 5 and 6, 2009 at Montana State University- Bozeman. The cooking institute is designed to provide a hands-on training session to help school food service personnel prepare delicious and healthy school meals in a cost-effective manner.

The cooking institute will accept up to 20 participants and must have a minimum registration of 16 participants to be conducted. A participant fee will be required to attend this valuable course. The cost of this three-day cooking institute is \$350 per person. This fee covers complete room, board and most meals on the MSU campus, registration fee, instructor fees, parking fees, and one copy of the course manual/recipe book. **If a participant doesn't need room and board accommodations (which is in one of the dormitories on the MSU Campus), the cost is \$250 per person.** The registration deadline is July 8, 2009. Payment must be received with the attached registration form. Applicants are taken on a first-come, first-served basis.

If you or your employees are interested in attending the cooking institute, please complete and return the attached application form. For more information please contact Katie Bark by telephone, (406) 994-5641, or by e-mail kbark@mt.gov.

Registration Deadline: July 8, 2009—Complete Application and submit with a \$350 payment (\$250 without room and board). Purchase orders are acceptable. Registrations are taken on a first-come, first-served basis.

**Montana's School Food Service Cooking Institute
August 4-6, 2009 MSU –Bozeman Campus**

Application Form
Print neatly please

NAME: _____

HOME ADDRESS: _____

(City, State and Zip Code) _____

HOME PHONE: _____ **HOME E-Mail:** _____

SCHOOL DISTRICT NAME: _____

SCHOOL ADDRESS: _____

(City, State and Zip Code) _____

SCHOOL PHONE: _____ **SCHOOL E-Mail:** _____

SUPERVISOR'S NAME: _____ **COUNTY:** _____

JOB POSITION/TITLE: _____

Number of years of cooking experience in school food service: _____

EMERGENCY CONTACT: (NAME) _____ **PHONE:** _____

List the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.

Please note: A minimum of 16 registration forms must be received by July 8, 2009, for this workshop to be held. If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by August 3, 2009. Participant cancellations made after July 10, 2009, will not receive a refund.

Registration Deadline: July 8, 2009—Complete Application and submit with a \$350 payment (\$250.00 without room and board). Purchase orders are acceptable. Registrations are taken on a first-come, first-serve basis.

A Taste of the Workshop Agenda

Tuesday, August 4*	8:00 a.m.-4:00 p.m.	Food Preparation Basics; Salads & Desserts
Wednesday, August 5*	8:00 a.m.-4:00 p.m. 6:30 p.m.-8:00 p.m.	Breads, Grains and More! Optional evening session
Thursday, August 6*	8:00 a.m.-3:00 p.m.	Entrees, Soups and Theme Bars

*Hands-on cooking activities in a foods laboratory. This workshop will emphasize the use of USDA commodity foods, along with the addition of whole grains, and fresh fruits and vegetables.

An evening session (6:30-8:00 p.m.) will be offered Wednesday on menu planning and a review of school nutrition program food production/service procedures for new cooks or managers. Attendance is optional.

The institute will consist of a team of instructors and include Montana's own School Food Service Peer Educators.

Signature of Applicant

Date

Signature of Supervisor

Date

Return this form along with payment by July 8, 2009 to:
Katie Bark, Montana Team Nutrition Program
Montana State University, P.O. Box 173360, 202 Romney Gym
Bozeman, MT 59717-3360
Phone: (406) 994-5641
Fax: (406) 994-7300
Email: kbark@mt.gov

Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

Please note: A **minimum of 16 registration forms must be received by July 8, 2009, for this workshop to be held.** If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by August 3, 2009. Participant cancellations made after July 10, 2009, will not receive a refund.